

## Printing Six Weeks Attendance Reports

1. Open My Gradebook and click **Gradebook**, next to Attendance.

The screenshot shows the top navigation bar with links: Home Page, My Gradebook, View Tutorial, Customer Access, My Print Queue, and Back. Below the navigation bar, there's a section for "123 POWELL EL" with a "Grade Posting Status" dropdown. A table lists attendance data with columns: Dept, Subject, Terms, Period, Days Meet, Class, and Description. The "Gradebook" link is highlighted in blue text next to the "Description" column. A callout box with the number "1" points to this link.

2. Hover over Reports and choose **Summary Report by Class**.

The screenshot shows the "Reports" dropdown menu open. The menu options are: Attendance, Detail Report, Summary Report by Class, Gradebook, and Grade Sheet Report. The "Summary Report by Class" option is highlighted in yellow. A callout box with the number "2" points to this option.

3. You will see that "900 Curr Term" is selected. This is the one to use if it is the last day of the six weeks.

The screenshot shows a table with two columns: "Seq #" and "Report Template Name". The first row has "900" in the "Seq #" column and "Curr Term" in the "Report Template Name" column. To the right of the table are buttons for "Print", "Back", and "Add a new Template". A red arrow points from the "900 Curr Term" row to the "Add a new Template" button.

4. On the right side, click "Add a new Template".

5. Type in a **name** for the template such as: "Attendance Summary by Class Report Previous Term".

The screenshot shows the "Add a new Report Template" form. It has a title "Add a new Report Template for the Attendance Summary by Class Report." Below the title are two input fields: "Sequence #" with the value "10" and "Report Template Name:" with the value "Attendance Summary by Class Report Previous Term". To the right of the input fields are "Save" and "Back" buttons. A red arrow points from the "Add a new Template" button in the previous screenshot to the "Add a new Report Template" form.

6. Click **Save**.

7. Below Report Ranges, Display attendance for term is checked. Leave the check but, click on the drop-down menu next to Current Term and choose the correct six weeks term. (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.) Do not change any other settings.

**Attendance Summary Report By Class for 5000 / 03 Prd:1 ATTENDANCE**

10 - Attendance Summary by Class Report Previous Term

**Report Ranges**

☒ Display Attendance for Term

Current Term : 10/05/2009 - 10/23/2009

☐ Display

Start: 1ST : 08/24/2009 - 10/02/2009

End: PR2 : 10/05/2009 - 10/23/2009

Absence T: PR3 : 11/16/2009 - 12/11/2009

**Options**

Id Display:

☒ Student

☐ Intern

☐ Name

☐ None

Scheduled Days

Attendance Only

Save

Undo

Back

8. Click **Save**. You will return to the previous window for printing.
9. Your template should be selected. Click **Print**. This choice will not print to paper. It will run a process so that you can view or print the report.
10. Click **Display Report** when it appears. The report will be on your screen. Click the **printer icon** for a hard copy of the report.

### Next Six Weeks:

1. Use template 900 **on the last day of the six weeks** and follow steps 9 and 10 again.
- OR**
2. Select the template you created and click **Modify Parameters of Template** and change the term to the appropriate six weeks period. Click **Save**. Then, follow steps 9 and 10 again.